

Web-Based Time and Attendance Distribution System (WebTADS)

TOPIC: Travel Compensatory Time

Where: Add Projects Page

Who: All users

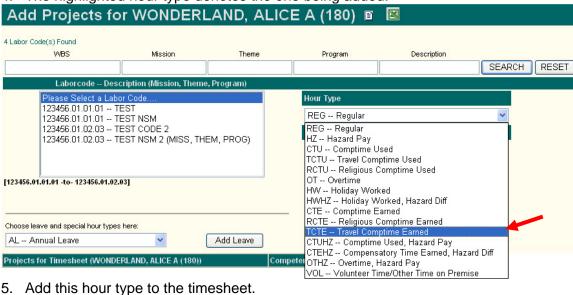
When: Anytime in pay period

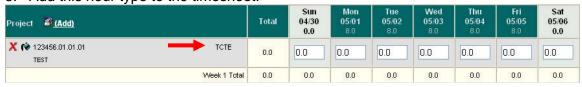
Procedure:

1. From Timesheet, click on the Add Projects icon.

Project (Add)	Total	Sun 11/27 0.0	Mon 11/28 8.0	Tue 11/29 8.0	Wed 11/30 8.0	Thu 12/01 8.0	Fri 12/02 8.0	Sat 12/03 0.0
123456.01.01.01 REG TEST	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

- 2. Select the hour type TCTE (Travel Comptime Earned) or TCTU (Travel Comptime Used) from the Hour Type dropdown.
- 3. In this example, we will add the hour type TCTE.
- The highlighted hour type denotes the one being added.





Result:

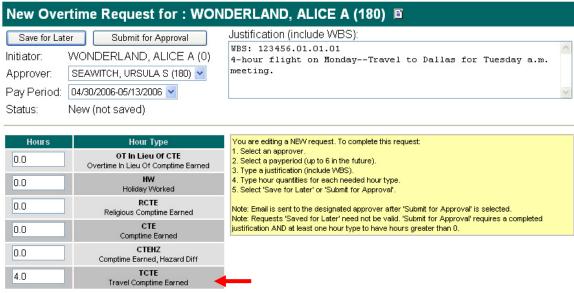
TCTE has now been added to the timesheet, and is ready for time entry.



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Special Considerations:

- The code is active as of January 28, 2005. <u>Critical Error 104 will result if hours are entered on either TCTE or TCTU prior to this date (this includes Prior Pay Period Adjustments).</u>
- The rules for TCTE and TCTU are similar as for CTE and CTU.
- Employees who are eligible for CTE and CTU may also charge TCTE and TCTU
 on the timesheet. (Employees who are not eligible will not see TCTE and TCTU
 in the Hour Types dropdown.)
- The Overtime/Comptime request form includes this hour type as well; request and request approval are required for earning travel comp time.



Back to List Overtime Requests